



LOCAL AGENCY FORMATION COMMISSION OF NAPA

Commission Meetings

I. Background

Meetings will be noticed and conducted in accordance with the Ralph M. Brown Act, Government code Section 54950 et seq. In response to Government Code Section 54954, this policy establishes the time and place for regular meetings and additionally establishes how a special meeting may be scheduled.

II. Guidelines

A. Regular Meetings

- 1) The regular meeting day of the Commission is the first Monday of each even-number month (February, April, June, August, October, and December) at 4:00 PM. The location will be the regular meeting chamber for each of the five cities in Napa County plus the County of Napa on a rotating basis accounting for equal frequency in each location and room availability. Notice of the location for each meeting will be printed on the agenda for the preceding meeting in addition to distribution through all other required locations and channels including through the use of the internet and direct email. The meeting addresses are as follows:

City of American Canyon

City Hall
4381 Broadway Street, Suite
201
American Canyon, CA 94503

City of Calistoga

City Hall
1232 Washington Street
Calistoga, CA 94515

City of Napa

City Hall
955 School Street
Napa, CA 94559

City of St. Helena

City Hall
480 Main Street
St. Helena, CA 94574

Town of Yountville

Town Council Chambers
6550 Yount Street
Yountville, CA 94599

Napa County

Board of Supervisors
Chambers
1195 Third Street, Suite 310
Napa, CA 94559

- 2) The Chair may cancel or change the date or time of a regular meeting if he or she determines the Commission cannot achieve a quorum or there is a lack of business. Regular meetings may also be canceled or changed with the consent of a majority of the regular members of the Commission. For the purpose of this policy, a majority includes at least one member representing the cities and one member representing the county.

Adopted: June 14, 2001

Last Amended: December 1, 2008; October 6, 2014

B. Special Meetings

- 1) Special meetings may be scheduled in accordance with the Ralph M. Brown Act which at the time of the adoption of this policy allows the Commission Chair to schedule special meetings as needed. The Chair shall consult with the Executive Officer in scheduling special meetings to ensure a quorum is available at a specified place and time.
- 2) Requests from outside parties for special meetings must be made in writing and submitted to the Executive Officer. If approved and scheduled by the Chair, the affected outside party requesting the special meeting will be responsible for any related charges pursuant to the Commission's *Schedule of Fees and Deposits*.
- 3) Notices for scheduled special meetings will be posted on the Commission website and transmitted to all interested parties in accordance with the Ralph M. Brown Act.

Summary of changes

- 1) *Reflects current meeting schedule and does not require Commission review every six months*
- 2) *Updates new meeting locations and describes the noticing procedures*
- 3) *Substitutes the legal authority references with the more appropriate Brown Act references instead of LAFCO law*